

Guidance on completing the employee preference form

The employee preference form is used to match you to any vacancies before they are opened up to internal advertisement. As such, it is important that this is completed with as much information as you have and sent to HRSC as soon as possible.

Once you have completed the form, if there are any changes, please update the original copy with the new details e.g. new mobile number; absence from work etc. and send to HRSC highlighting what has changed.

Specific details on completing each section of the form are included below:

Section one – Employee details

Please complete this section in full

Section two – Employee contact details

We will contact you as soon as you are matched to a role and you will need to respond very quickly as we are not able to hold roles open.

We will contact you at work unless you state otherwise.

If your contact details change, you must let HRSC know.

Section three - Preferences

Please complete all sections indicating your preferences to location and hours of work.

Location

Locations used are districts rather than towns as this enables us to match you to more vacancies.

Hours per week

The section on hours per week is your opportunity to let us know if you would be willing to work more or fewer hours per week than you currently do. Please note that we will send you vacancies you are a match to regardless of the number of hours the vacancy is for and the number of hours you currently work.

Section four – Qualifications, Knowledge, Skills and Experience

Qualifications

Please list all your qualifications. These will be used to match you against any qualifications required for the role as detailed in the role specification.

Please note, you may be asked to evidence these qualifications with valid certificates.

Knowledge, Skills and Experience

Please list all your knowledge, skills and experience. This will be used to match you against the role specification of available roles.

This should include knowledge skills and experience gained via your career to date; any voluntary work etc.

At this stage you need to provide headlines / bullet points. Some examples are included below to get you started but you are expected to provide examples of your own which accurately reflect your own knowledge, skills and experience

Examples:

- Managed a team of 3 people
- Working as part of a team
- Working on my own initiative
- Work experience in the following professional areas
- Knowledge of the personalisation agenda

Please note, you will be asked to complete an application form for each role you are matched against and will be expected to demonstrate how you meet / reasonably meet any relevant skills or experience in more detail.

Section five - Availability

Please include details of any dates you are unavailable.

You must keep the HRSC updated with any future unavailability

Section six - Disability

Please state whether you have a disability covered by the Equality Act 2010.

If you answer 'Yes' to this question, HRSC will liaise with you direct for details which will allow any reasonable adjustments to be made.

Section seven - Signature

Once you have completed all sections of the form please sign and date it before returning it to HRSC.